

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB01-7

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA FOURTH QUARTER REPORTING REQUIREMENTS

The purpose of this information bulletin is to provide instructions regarding fourth quarter reporting requirements under the Workforce Investment Act (WIA). These instructions will be needed to report financial and participant data reports for the following funding streams and grant codes:

### **Program Year (Year of Appropriation [YOA] 2000)**

- Title I Early Youth (GC 340)
- Youth (GC 301)
- Adult (GC 201, 202),
- Dislocated Worker (GC 501, 502, 529)
- Rapid Response 25 Percent (GC 540, 541, 542, 543)
- National Emergency Grant (NEG) (GC 723, 724, 727, 728, 729)
- Veterans Workforce Investment Program (VWIP GC 377, 378)
- Title II (JTPA) to Title I (WIA) Transition (GC 111, 112, 221, 222, 271, 276)
- Title III (JTPA) to Title I (WIA) Transition (GC 516, 556, 557, 558, 572, 573, 604, 606, 608)
- WIA 15 Percent Statewide Activities, includes Veterans (GC 197, 198, 211, 213, 214, 290, 291, 609, 610, 614, 615)
- O-Net Project (GC 799 – Yolo County only)
- Caregivers Training Initiative (CTI) (GC 607, 798)
- Americans with Disabilities Act (ADA) Funding for One-Stops (GC 406)

### **Program Year (YOA 2001)**

Title I Youth (GC 301)—Subgrants for the Program Year (PY) 2001-02 currently reflect these funds under grant code 340. However, in an effort to align the funds with participants, we initiated the change and subgrants will be unilaterally modified accordingly.

Expenditures for the above funding streams should be reported as cumulative from the beginning of the subgrant to the end of the quarter. For PY 2000, beginning dates of subgrants with “early” youth funding will vary depending on the date Local Workforce Investment Areas (LWIA) accepted their “early” youth funding (either 04/01/00 or 05/01/00). The beginning date for PY 2001 youth funding is 04/01/01.

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit financial information and Individual Participant Data (IPD) in electronic format (direct transmission). The direct transmission for required reports is due no later than close of business on July 20, 2001. In addition to the direct transmission of the required reports, signed hard copies of all financial reports are required and must be received in the Financial Management Unit (FMU) by **July 27, 2001**. Hard copies of participant reports are not required.

Subgrantees not electronically linked to the JTA system for reporting purposes must submit fourth quarter financial reports by mail or by fax no later than close of business July 20, 2001. Copies of several forms required are provided in “*Attachments 1, 2, and 3.*” Line item instructions for *Attachments 2 and 3* are included as “*Attachment 4.*”

Program expenditures for the grant codes listed in the bullets below are to be reported on the “Other” line of the EXPD “Summary of Expenditures” (Section V.5). Program expenditures for these grant codes are not to be split into the categories shown in Section V, lines 1-4 of the EXPD “Summary of Expenditures.” Administrative expenditures (if appropriate) are to be reported accordingly.

- Local Area Training (GC 211)
- RR (GC 540, 541, 542, 543)
- NEG (GC 723, 724, 727, 728, 729)
- CTI (GC 607, 798)
- ADA One-Stops (GC 406)

Instructions for reporting Administration costs in the WIA Directive WIAD00-3, *Adult and Dislocated Worker Split Funding for PY 2000*, dated September 11, 2000, stated “funds from the Adult, Dislocated Worker, and Youth funding streams may be pooled and spent on the overall administration of the WIA program.” Although Administration costs for these funding streams may be pooled, LWIAs/subgrantees are to report their total administration costs so as **not** to exceed the 10 percent administration allotment for the grant code being charged. If administration costs reported exceed the 10 percent cap (for the grant code), the JTA system will display an error message and not allow entries to be captured. An update of the entry must be made before the system will allow the completion of the reporting process.

All PY 1998 funds transitioned from Job Training Partnership Act (JTPA) to WIA must be fully spent by June 30, 2001. Any 1998 funds not spent by June 30, 2001, will be recaptured and returned to the Department of Labor (DOL). The PY 1999 funds transitioned from JTPA to WIA must be spent by June 30, 2002.

Revisions to fourth quarter financial and participant reports are allowed. Those LWIAs/subgrantees linked to the JTA system must file on or before August 20, 2001,

followed up with a hard copy of any financial report originally filed, as well as a hard copy of the revision. Hard copies of participant reports are not required. For those not linked to the JTA system, any revision must be postmarked or faxed on or before August 20, 2001. All faxed transmittals must be supported by original signed hard copies. Fax reports to (916) 654-9586.

The Workforce Investment Division is also working to automate the Veteran Participant Report Summary. In the interim, all veteran providers served with grant codes 377, 378, 609, and 610 need to manually complete the "Veteran Participant Report Summary" (in addition to submitting the IPD electronically) to collect data required by the DOL, Veterans' Employment Training Service. A copy of this form is provided in "Attachment 1." All veteran providers must fax a hard copy of the completed Veteran Participant Report Summary form by July 20, 2001, to Debor Untal, Performance Management Unit (PMU), at (916) 654-9586. For any questions on veteran participant reporting call Debor Untal, PMU, at (916) 654-8295.

The IPD reports received on July 20 will be the last participants that are matched to the Unemployment Insurance Base Wage File (BWF) for the program year ending June 30, 2001. Due to the time constraints associated with the BWF lag, any additional IPD reports that are submitted through a revised fourth quarter report (by August 20) will not be received in time to be matched against the BWF. For additional participant reporting and requirements, refer to WIA Information Bulletin WIAB00-89, *WIA Participant Reporting Handbook for Performance* dated May 10, 2001.

If you have questions on financial data, please contact Martha Overman, FMU, at (916) 657-2744 or David Simpson, FMU, (916) 654-9819. For questions regarding participant data, please contact Esperanza Cuevas-Reardan, PMU, at (916) 654-7585. For JTA questions, please contact the Automation Customer Support Unit's Help Desk at (916) 653-0202.

/S/ BILL BURKE  
Chief

Attachments are available on the Internet:

1. [VWIP Veteran Participant Report Summary](#) (MS Word)
2. [Summary of WIA Expenditures \(Adult/Rapid Response/NEG\)](#) (MS Word)
3. [Summary of WIA Expenditures \(Youth\)](#) (MS Word)
4. [Line Item Instructions for JTA On-Line Expenditure Reporting](#) (MS Word)